



U.S. Department of Justice

United States Trustee
Central District of California

411 W. Fourth St
Suite 9041
Santa Ana, CA 92701
(714) 338-3400
FAX (714) 338-3421

725 South Figueroa St.
Suite 2600
Los Angeles, CA 90017
(213) 894-6811
FAX (213) 894-2603

3685 Main St.
Suite 300
Riverside, CA 92501
(909) 276-6990
FAX (909) 276-6973

21051 Warner Center Lane
Suite 115
Woodland Hills, CA 91367
(818) 716-8800
FAX (818) 716-1576

§341(a) Tape Request Procedures

1. Please provide our office with the following information;

Trustee's Name:

Chapter: 7, 11 or 13

Date of Meeting:

Meeting Time:

Case Name:

Case Number:

(3) blank, 90 minutes tapes

2. Provide a preaddressed, prepaid envelope in which to ship the tapes

-or-

Indicate in your request that you will send a service to pick-up tapes when ready.

Note: There is no charge for making copies of tapes. However, it will take approximately 3 to 5 working days to process your request.